

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Transit Contract Manager**

**DEPARTMENT:**        **Transit**

**DIVISION:**             **Community Services**

**GENERAL DESCRIPTION:**

Directly oversees and manages the county's transportation services to the public. Responsible for establishing and maintaining the relationship between the County and transit Operators/contractors. provided. Intervenes, analyzes, manages and resolves conflicts relating to the contact. Involves independent judgment and analysis of significant issue identification and resolution. Functions as liaison between contactors and planning agencies. The position is responsible for assisting in short- and long-range plans, developing policy and procedures, monitoring and evaluating transit operations, quality assurance and program compliance, developing funding strategies, performing analysis,, and improving coordination among public transportation, Para-transit, and other transportation service providers with the intent of expanding the availability of services. Coordinates all department direction with the Division Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Analyzes significantand/or unique contract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, and county policies and procedures and communicates results.
2. Analyzes new laws, regulations and contract trends for potential impact on goals and objectives.
3. Provides authoritative guidance to contractor on county goals and objectives relating to contract activity and performs onsite monitoring of contractor performance compliance.
4. Directs and supervises the activities of county personnel assigned to assist in contract management and compliance.
5. Functions as liaison with and fosters cooperation between all transportation planning and funding agencies (e.g., Florida Department of Transportation-FDOT, Commission for the Transportation Disadvantaged- CTD, Lake-Sumter Metropolitan Planning Organization-MPO), contractor subordinates and transit staff.
6. Presents to the public and special groups regarding availability of transportation services to thepublic and specialized groups. Represents the Department and County on various committees and meetings, both professional and public. Gives presentations on the availability of transportation services to the public and specialized groups.
7. Assumes leadership in applying for appropriate grants. Compiles and/or prepares documentation and applications to qualify and receive State and Federal assistance and ensures timely and accurate reporting for agreements and contracts received.
8. Organizes and performs administrative and management functions required for timely and compliant contract performance.
9. Identifies contract risks, and makes recommendations to mitigate or eliminate such risks.

10. Ensures contract activities are in full compliance with legal/governmental requirements.
11. In case of emergency or crisis situation (hurricane, flood, etc.), responds/performs emergency and recovery duties as assigned by immediate supervisor.
12. Participates in budget preparation, maintenance, and control. Prepares, evaluates, analyzes and maintains statistical/financial reports. Provides monthly and yearly reports reflecting the activities and statistics for all transit activities. Verifies invoices and expenditures, forecasts needed resources, controls labor and expenses consistent with the transit budget.
13. Prepares the Annual Operating Report (AOR), and annual updates to System Safety Program Plan (SSPP), and Transportation Disadvantaged Service Plan (TDSP), Operations Manual, Memorandum of Agreement (MOA), Drug and Alcohol Policy, and manages and monitors their implementation.
14. Serves as Alternate Program Manager for the Department's Drug Alcohol Prevention Program.
15. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comprehensive knowledge of public transportation, transportation disadvantaged and Medicaid transportation governance, services, and management, including planning, budgeting, and evaluation.
- Knowledge of county road system and ability to select cost effective and efficient transportation routes.
- Skill in the operation of computers and other office machines, with proficient use of scheduling/dispatch software.
- Ability to problem solve at a strategic level, working others to reach a resolution.
- Ability to overview situations, review and evaluate, defining set plans to set targets in order to achieve goals.
- Ability to safely operate motor vehicles under all weather and other driving conditions.
- Ability to communicate effectively, both orally and in writing, and to understand, issue, and carry out oral or written directions.
- Ability to exercise initiative and independent judgment, and to work with only moderate supervision to accomplish assigned duties.
- Knowledge of highway safety rules and laws and ability to monitor compliance..
- Ability to comply with department substance abuse program requirements.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) year college degree in management/administration.
- Two (2) years experience with a public transportation system.
- One (1) year management experience.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Class “C” Florida Driver’s License with air brakes and passenger endorsement within ninety (90) days of employment and a driving record acceptable to insurance provider.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Light lifting and carrying (up to 30 lbs.)
- Distinguish colors
- Walking
- Standing
- Kneeling
- Bending
- Must be able to operate a motor vehicle

**ENVIRONMENTAL CONDITIONS:**

- Primarily works inside in an office environment with limited outside duties.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

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FLSA Exempt Status